

# AGENDA

## CJIS Board Meeting

June 10, 2008 – 8:00 PM - 9:30 AM

Chief Justice's Office ~ 1<sup>st</sup> Floor, Supreme Court

### Attendees:

Thomas L. Trenbeath, Chief Justice VandeWalle, Lisa Feldner, Pam Schafer, Chuck Placek, Nancy Walz, Sue Davenport

- Approve minutes
  - April 25<sup>th</sup> Minutes
    - Chief moves, Tom seconds, minutes approved
  - May minutes
    - Tom moves to approve with the clarification, Chief seconds, minutes approved
- Status Report

CJIS Portal 2.0 The project plan and schedule is completed. The design phase is completed and is in the development stage. Implementation date: December 2008

Local Law Enforcement Integration Project: This is in acceptance test mode. Intent is to implement in July if all goes well with acceptance testing.

BPD Integration Project:  
BPD received the cost proposal from vendor (\$8,000), the project will resume after configuration specifications are completed with the Portal 2.0 Project.

Cruiser Project:  
Status was sent to LERMS users.  
Cruiser will be piloted in two stages. Stage One, will include the Towner and Nelson County Sheriff's Offices. During this stage, functionality of Cruiser will be verified in a real working environment. For Stage Two, three additional Sheriff's Offices have volunteered. During this stage, the formalized installation and training plan will be rolled out. When both

pilot stages are complete, Cruiser delivery will be scheduled for other interested LERMS customers.

#### IJIS Study:

Awaiting document from Scott Parker. Scott's email:

*It's going well. We are almost finished with our initial draft, then it will go to the IJIS technical editor for formatting and a technical edit. I don't have a date for you yet, but as soon as it goes to the tech edit, I should be able to get you one.*

- Chief said we should start talking to other committees in case there is something they need to do. At least inform the IT Committee. Public Safety Committee has been notified. We need to be out there notifying others and getting others interested in CJIS
- Chuck - CJIS marketing, we should work with some of the other law enforcement group's meetings, i.e. the northern area of state has various associations and during that time we could talk to the surrounding offices of potential customers

#### SAVIN Project:

Amy Vorachek, SAVIN Program Manager, started June 2, 2008

Gathering information for SAVIN Project Plan and Contract with Appriss, Inc.

Appriss on-site visit – June 23 and 24 (Gordon, Pam and Amy)

- Administrative Rules
  - Pam handed out a copy of the administrative rules
    - Page 2, backside, number 2 was added (110-01-02-02)
    - Replicate number 2 and refer to the user instead of the agency
    - Number 1, wording may be an issue. Criminal Justice Agency Authorized employees – could confuse the reader, should we reword? Should this include other agencies that are not criminal justice agencies? These could include

Child Support Enforcement Division of DHS. Should we cover contractors? If we go that route, do we need to come up with parameters for contractors? Who makes that determination for permissions and status of user? Chuck is more concerned as CJIS matures and with integration of further information with the portal. We are getting back to individual users' roles and rights. *There is a checklist on the Portal application for users to request access. We allow permissions through the portal administrative page.* The line used to read, Criminal Justice Agency and any other person authorized by the board and this is taken from Century Code. Nancy thought we could add a paragraph – other agencies with a valid business need for the data may be approved by the board. What does Century code say? Can the administrative rules be more restrictive than the Century Code? *Yes, just not more permissive.*

- Tom said this looks like it is too broad and would like the Executive Committee to further work on it. Pam will take this to the Executive Committee meeting this week and bring back suggestions to the board. Also look at where it says Board and Executive Committee. This may need to be adjusted. On the surface it looked ok.
- Does it say in the rules that staff has the initial decision. The question was raised if the administrative rules should have a sentence added that applications and access will be screened by the staff or Executive Committee?
- CJIS Budget
  - Pam handed out the current and last biennium's budget for comparison. A reference packet was distributed with detail information supporting the project list.
  - The CJIS Budget does not include SAVIN. SAVIN has been requested by the board to be a separate line item. Salaries increased and total operating costs decreased.

- Portal enhancements – each and every project we went through and estimated how many FTEs it would take. Pam stated she felt current staffing levels would be able to handle the 13 projects (aggressive but manageable). This will go through the Executive Committee this Thursday.
- There are some funds we have been cut off from. We need to keep on top of grant funds and try for what we can. Last biennium, \$300,000 was budgeted for federal money and with SAVIN more was received. It was recommended putting a figure in Federal grants for spending authority, just in case.
- The Court's projects were not included in the 09-11 biennium as they are not expected to be ready.
- Deadline for submitting budget is July 15<sup>th</sup>.
- Tom, would like to take a while to analyze before approving
- Nancy talked in terms of presenting to Legislature. She suggested consolidating projects. Pam put in more detail for the board but plans to present with less detail.
- One concern, if they could get out to NCIC (Federal Search) then State Radio would have a less significant role. When we get the recommendations from IJIS, we need to meet with state radio and discuss/agree on the strategy. The consultants will probably come in and make some broad statements and then we will need to make a decision. We are in this together with State Radio. It is important we get the analysis as soon as possible. What is going to happen? The board will get copies of the recommendation and hold a meeting to discuss the recommendation. Pam is waiting on the recommendation.
- Budget -09-11: If you have any comments please back to Pam
  - Pam is looking for your comments to the proposed budget.
  - Lisa asked if we need to add funds regarding the replacement of LERMS. The Executive Committee ranked it as a lower priority.

- Lisa had comments on fees with the portal. If there is a license fee, do we need to charge fees to access data from the Portal? We are charging now to put data in. This appears strange, shouldn't it be pay to access information? Pam stated when we start charging, we will have agencies going to one or two users per location. The Chief stated it should be supported by state funding.
- Meeting adjourned 9:36 am